

TSSAA Exam Instructions

You must follow these instructions to complete your TSSAA Online Exams

1. Go to the TSSAA website at www.tssaa.org and click on the link “OFFICIALS INFORMATION AREA”. Then Click on the link **Online Officials Exams**
2. Click on the link: **Take the exam at:** <http://elearning.tssaa.org>
3. Log into the system under “**Already have an Account**”
(**DO NOT** click on “Register for New Account”)
4. **User ID:** Enter your **Social Security Number** (no dashes – see example below).
Password: Enter **changeme** (type in carefully-you cannot see letters as you type)
Click **GO**

Already have an Account

User ID Password

Remember my ID and Password ([I forgot my password...](#)) **This feature is NOT available for TSSAA**

5. After you are logged in, you may change your password (see top left hand side of screen). **We suggest you leave your password as changeme – the “I forgot my password” feature is NOT available to TSSAA officials.** There is no way to retrieve it. If you change it – remember it!!!
 6. Click on the exam you want to complete. You will see two or three **Modules** (boxes). If you get a message “***You have a content window open***” – simply hold down your “Control “ key (Ctrl) on your keyboard and then click your option.
 7. Click on each **Module**, then click **View Module** , read the information, then close.
 8. Click on **Module** again and choose option **Mark Module Complete**. It will then show the module “Completed”.
- Note:** Some exams will have three modules, while others may have only two. *You must complete each module before opening the Assessment Module.*
9. When you open the **Assessment Module**, click on **Take Assessment**. Your questions will appear on screen (This may take several minutes to load – If it will not load, hold down your “Control “ key (Ctrl) on your keyboard and then click **Take Assessment.**)

(SEE OTHER SIDE)

10. Scroll down to end of exam page and click on **Print**. This will print the entire exam. This allows you to use your rulebook and work on answering the questions in your own time. This does not **MARK** your answers.
11. Click **Quit**.
12. Click **Logoff** at top right of screen – **must do!** (If you do not click Log Off – you will be locked out for one hour)

Instructions to Complete Your Exam and Mark Your Answers

Follow previous steps #1 – #4.

Click on *Module*: Assessment.

Click on option **Take Assessment**. Your same set of questions will appear. If you get a message “*You have a content window open*” – simply hold down your “Control “ key (Ctrl) on your keyboard, and then click your option.

When you have completed marking your answers, click on **Mark Test**. You will see your score and the questions you missed with a reference to find more information about the questions in your rule book. **PRINT YOUR RESULTS!!!**

Technical Requirements * Important *****

At this time you need the following computer configuration to take any of the training modules.

- A minimum of a Pentium 750 processor with 256 MB of RAM.
- Windows NT 4.0, Windows 95, Windows 98, Windows 2000, or Windows XP.
- Browsers that can be used: Internet Explorer 6.0 (or higher) or Firefox
- Allow pop-ups on the TLM site.
- Microsoft Virtual Machine current build (3810) or higher or Sun JRE (Most browsers will have this)

Troubleshooting and Things to Remember

- If you have access problems, remember that the system at this time only works with a Windows Operating System and Internet Explorer 6.0 browser or above or Firefox. The system will not work on a Macintosh.
- If you click on a field and nothing happens, it is probably because you have pop-ups blocked. You will need to turn off pop-ups.
- Qualifying Exams allow THREE attempts before automatic failure.
- Part II Exams allow ONLY ONE attempt.
- If your module or exam will not load, or you get a message “You have a content window open” – hold down the Control key on your keyboard **and** then click on your option
- If you continue to have technical problems, please send email to t1m@tssaa.org
For other problems, email Terry Hillier at go@tssaa.org